

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY
DUTY STATEMENT

☐ Current ☒ Proposed

POSITION INFORMATION	
Approval Date:	Effective Date:
Position Control Number:	Position Number:
Bureau/Section: CALIFORNIA RESEARCH BUREAU	Classification: Research Data Specialist I
Specific Location Assigned: Sacramento	Working Title: Researcher
Working Hours/Scheduled to be Worked: 8 a.m. – 5 p.m., Monday - Friday	Incumbent:
CONFLICT OF INTEREST	
<input type="checkbox"/> Conflict of Interest Filing (Form 700) required <input type="checkbox"/> Not Applicable This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment and once per year. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
DEPARTMENT STATEMENT	
YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY'S (STATE LIBRARY) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE STATE LIBRARY TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.	
DUTIES AND RESPONSIBILITIES OF THE POSITION	
Job Description: Under the direction of the Assistant Director, California Research Bureau (CRB), the incumbent conducts a variety of time-sensitive and non-partisan research and analysis requested by the Legislature and Governor. The RDS I, under the general direction of the Assistant Director will develop and utilizes established research methodology and/or develops new methodologies. The RDS I exhibits independence, initiative and originality and is skilled in writing effectively for an audience of public policymakers and their staff. The incumbent requires limited supervision while providing research and policy expertise to CRB clients. The incumbent independently provides time-sensitive evidence-driven policy analyses and combines quantitative and/or qualitative skills with strong writing skills. Duties include, but are not limited to, the following:	
PERCENTAGE OF DUTIES	ESSENTIAL FUNCTIONS
50%	Research and Analysis

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY
DUTY STATEMENT

	<p>Independently research, gathers, analyze, and integrate CRB and legislative projects using quantitative and qualitative methods, reports data findings using clear and concise public policy writing requested by the Legislature and the Governor's Office. Handles multiple projects in a fast-paced environment, using established research methodology to synthesize and analyze data from different sources and existing research to write accurate, nuanced and easily understood analyses that contribute to state-level public policy debates and include actionable options as warranted.</p> <p>Assists as a collaborative team member on a variety of larger and more complex research and analytical assignments led by senior team members. May act as a lead on less complex research and analytical assignments. Independently or with limited guidance, may use, for example, statistical modeling, multivariate regression, econometrics, survey design, research design, observational studies, data visualization, and/or geospatial analysis in completing assignments. May use R, Stata or Python or other programming language to analyze data. Provides peer review for other CRB research, offering constructive criticism in a collegial manner.</p> <p>Possesses policy knowledge such as economics, health or other policy areas, but maintains ability to write analysis across a variety of topics, independent of specialty. Recognize and differentiate information that may be new, controversial, reductant or actionable to CRB clients and write with the appropriate tone and organizational structure. Works with Assistant Director and/or senior team members to identify key findings of report to allow time to highlight in memorable, concise manner and produces documents that are ADA compliant.</p>
25%	<p>Outreach and Training</p> <p>Independently conducts or leads and assists with the activities involved in researching, evaluating, developing, planning, and directing a wide variety of special projects. Prepares or assists and presents proposals for special projects to management. Assists staff and management in gathering and analyzing material for special projects as assigned to help educate stakeholders.</p> <p>Recommend and advise CRB management and staff in identifying the needs and potential projects for stakeholders. Develop and provide presentations to internal and external stakeholders to create awareness, support and understanding of CRB's tools, products, and capabilities.</p>

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY
DUTY STATEMENT

	In coordination with the Assistant Director and the State Library's Communication Team, the incumbent drafts content related to their published projects for the State Library's website and social media channels.
20%	Build Internal Expertise Builds and maintains a broad working knowledge of California governmental structure, procedures, practices and trends in policy research, and developments in public policy and research methodology by attending symposia, reading current publications and taking other actions in furtherance of these skills. Keeps up with news relevant to California public policy.
PERCENTAGE OF DUTIES	MARGINAL FUNCTIONS
5%	Performs other staff assignments as required and appropriate.
WORKING ENVIRONMENT	
Supervision Received: The Researcher (RDS I) reports to the Assistant Director (CEA level) at CRB.	
Supervision Exercised: None. However, may act as lead on a project.	
Administrative Responsibility: None	
Personal Contacts: The RDS I has contact with high-level state officials of the Executive and Legislative branches in a high visibility environment.	
Actions and Consequences: The work performed by the RDS I requires the ability to: help the Assistant Director and colleagues design scopes of work to address highly complex policy questions and/or information needs of California policymakers; to execute research, conduct and/or review analytical studies accurately and in a timely manner driven by tight deadlines; to write clearly and succinctly about complex issues in a nonpartisan tone for a primary audience of California policymakers; to orally summarize and present key information accurately, including before legislative and other committees; to remain objective, nonpartisan and professional to gain and maintain the confidence of CRB stakeholders as an authoritative, knowledgeable source of vetted, reliable information and data. The work performed by the RDS I has the potential to affect the form and direction of legislation and major administrative initiatives, which are of critical importance to the future of the state. Consequences for inaction or for failure to perform are high and may result in public policy that is unknowingly built upon faulty assumptions, leading to inaccurate policies or regulations. This outcome would also result in a significant decrease in organizational trust by state stakeholders, which will cripple the California Research Bureau's effectiveness.	

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY
DUTY STATEMENT

Functional Requirements: No specific physical requirements are present: the incumbent works up to 40 hours per week, with in-person interaction as necessary with CRB staff and/or stakeholders. Daily access to and use of a state-issued computer is essential. Sitting and standing requirements are consistent with office work. Incumbent may travel occasionally (<5%), when necessary to meet with stakeholders, subject matter experts, etc.

Other Information: RDS I must possess a passion for producing nonpartisan research and analysis for California policymakers and their staffs. They must be comfortable working independently as well as in teams in a virtual environment and in person. They must be goal-oriented, passionate about setting audacious goals while tracking progress with clearly defined tasks, milestones, timelines and deadlines. They must be open-minded and flexible, recognizing when change is needed to reach a goal or meet a crucial deadline. They need to follow and have a strong interest in California public policy. They need strong data visualization, writing, copy editing, oral, in-person and virtual presentation and listening skills, and the ability to work calmly to produce time-sensitive, accurate materials for staff in the Legislature and Executive branches. The incumbent must proactively seek out information and resources, using analytical, time management, computer/technical, and interpersonal skills to build and maintain information pipelines.

SUPERVISOR CERTIFICATION AND SIGNATURE

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS DUTY STATEMENT TO THE EMPLOYEE NAMED ABOVE.

Supervisor Name (Print)

Supervisor Signature

Date:

EMPLOYEE STATEMENT AND SIGNATURE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND ABILITY TO WORK COOPERATIVELY WITH OTHERS; AND A STATE OF HEALTH CONSISTENT WITH THE ABILITY TO PERFORM THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY
DUTY STATEMENT

ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)		
Employee Name (Print)	Employee Signature	Date:

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY
DUTY STATEMENT

☐ Current ☒ Proposed

POSITION INFORMATION	
Approval Date:	Effective Date:
Position Control Number:	Position Number:
Bureau/Section: CALIFORNIA RESEARCH BUREAU	Classification: Research Data Analyst II
Specific Location Assigned: Sacramento	Working Title: Researcher
Working Hours/Scheduled to be Worked: 8 a.m. – 5 p.m., Monday - Friday	Incumbent:
CONFLICT OF INTEREST	
<input type="checkbox"/> Conflict of Interest Filing (Form 700) required <input checked="" type="checkbox"/> Not Applicable This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment and once per year. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
DEPARTMENT STATEMENT	
YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY'S (STATE LIBRARY) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE STATE LIBRARY TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.	
DUTIES AND RESPONSIBILITIES OF THE POSITION	
Job Description: Under the supervision of the Assistant Director, California Research Bureau (CRB), the incumbent conducts a variety of time-sensitive and non-partisan research and analysis requested by the Legislature and Governor. The RDA II works under the general supervision of the Assistant Director and develops and utilizes established research methodology. The RDA II exhibits independence, initiative and originality and is skilled in writing effectively for an audience of public policymakers and their staff. The incumbent requires moderate supervision while providing research and policy expertise to CRB clients. The incumbent provides time-sensitive evidence-driven policy analyses and combines quantitative and/or qualitative skills with strong writing skills. Duties include, but are not limited to, the following:	
PERCENTAGE OF DUTIES	ESSENTIAL FUNCTIONS
50%	Research and Analysis

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY
DUTY STATEMENT

	<p>Performs quantitative or qualitative research using clear and concise public policy writing skills to lead quick turnaround research projects requested by the Legislature and the Governor's Office. Handles multiple projects in a fast-paced environment, using established research methodology to synthesize and analyze data from different sources and existing research to write accurate, nuanced and easily understood analysis that contribute to state-level public policy debates and include actionable options as warranted.</p> <p>Assists as a collaborative team member on a variety of larger and more complex research and analytical assignments led by senior team members.</p> <p>Under the guidance of senior team members, may use, for example, statistical modeling, multivariate regression, econometrics, survey design, research design, observational studies, data visualization, and/or geospatial analysis in completing assignments. May use R, Stata or Python or other programming language to analyze data. Provides peer review for other CRB research, offering constructive criticism in a collegial manner.</p> <p>Possesses policy knowledge in certain fields, such as economics, health or other policy areas, but maintains ability to write analyses across a variety of topics, independent of specialty. Seeks to understand what information may be new, controversial, reductant or actionable to CRB clients to write with the appropriate tone and organizational structure. Works with Assistant Director and/or senior team members to identify key findings of report to allow time to highlight in memorable, concise manner and produces documents that are ADA compliant.</p>
25%	<p>Outreach and Training</p> <p>Work with CRB managers and staff to help educate stakeholders about CRB's capabilities and any relevant research tools useful to stakeholders' current projects or duties. The incumbent makes time to listen to stakeholders to help identify information needs and potential projects.</p> <p>Suggest opportunities to management to share CRB's capabilities. When asked by management, the incumbent will develop and provide presentations to internal and external stakeholders to create awareness, support and understanding of CRB's tools, products, and capabilities.</p>

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY
DUTY STATEMENT

	In coordination with the Assistant Director and the State Library's Communication Team, the incumbent drafts content related to their published projects for the State Library's website and social media channels.
20%	Build Internal Expertise Builds and maintains a broad working knowledge of California governmental structure, procedures and practices, trends in policy research, and developments in public policy and research methodology by attending symposia, reading current publications and taking other actions in furtherance of these skills. Keeps up with news relevant to California public policy.
PERCENTAGE OF DUTIES	MARGINAL FUNCTIONS
5%	Performs other staff assignments as required and appropriate.
WORKING ENVIRONMENT	
Supervision Received: The Researcher (RDA) II reports to the Assistant Director (CEA level) at CRB.	
Supervision Exercised: None. However, may act as lead on a project.	
Administrative Responsibility: None	
Personal Contacts: The RDA II has contact with high-level state officials of the Executive and Legislative branches in a high visibility environment.	
Actions and Consequences: The work performed by the RDA II requires the ability to: help the Assistant Director and colleagues design scopes of work to address highly complex policy questions and/or information needs of California policymakers; to execute research, conduct and/or review analytical studies accurately and in a timely manner driven by tight deadlines; to write clearly and succinctly about complex issues in a nonpartisan tone for a primary audience of California policymakers; to orally summarize and present key information accurately, including before legislative and other committees; to remain objective, nonpartisan and professional to gain and maintain the confidence of CRB stakeholders as an authoritative, knowledgeable source of vetted, reliable information and data. The work performed by the RDA II has the potential to affect the form and direction of legislation and major administrative initiatives, which are of critical importance to the future of the state. Consequences for inaction or for failure to perform are high and may result in public policy that is unknowingly built upon faulty assumptions, leading to inaccurate policies or regulations. This outcome would also result in a significant decrease in organizational trust by state stakeholders, which will cripple the California Research Bureau's effectiveness.	

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY
DUTY STATEMENT

Functional Requirements: No specific physical requirements are present: the incumbent works up to 40 hours per week, with in-person interaction as necessary with CRB staff and/or stakeholders. Daily access to and use of a state-issued computer is essential. Sitting and standing requirements are consistent with office work. Incumbent may travel occasionally (<5%), when necessary to meet with stakeholders, subject matter experts, etc.

Other Information: RDA II must possess a passion for producing nonpartisan research and analysis for California policymakers and their staffs. They must be comfortable working independently as well as in teams in a virtual environment and in person. They must be goal-oriented, passionate about setting audacious goals while tracking progress with clearly defined tasks, milestones, timelines and deadlines. They must be open-minded and flexible, recognizing when change is needed to reach a goal or meet a crucial deadline. They need to follow and have a strong interest in California public policy. They need strong data visualization, writing, copy editing, oral, in-person and virtual presentation and listening skills, and the ability to work calmly to produce time-sensitive, accurate materials for staff in the Legislature and Executive branches. The incumbent must proactively seek out information and resources, using analytical, time management, computer/technical, and interpersonal skills to build and maintain information pipelines.

SUPERVISOR CERTIFICATION AND SIGNATURE

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS DUTY STATEMENT TO THE EMPLOYEE NAMED ABOVE.

Supervisor Name (Print)

Supervisor Signature

Date:

EMPLOYEE STATEMENT AND SIGNATURE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND ABILITY TO WORK COOPERATIVELY WITH OTHERS; AND A STATE OF HEALTH CONSISTENT WITH THE ABILITY TO PERFORM THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY

DUTY STATEMENT

ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)		
Employee Name (Print)	Employee Signature	Date: